



## **\*HSPD-12 NEWSFLASH\***

### **SUBJECT: MOBILE ENROLLMENT DATA PREP INFORMATION**

Please be advised that the Mobile Enrollment Station shipping code has now been added to both EmpowHR and USAccess. You may now assign this code to any Applicant that will be enrolling via any of the mobile enrollment stations this summer. Applicants assigned this code will receive a Enrollment notification email from USAccess containing instructions specific to mobile enrollment. Namely, the email will instruct Applicants to first visit the USDA HSPD-12 Enrollment Location finder [website](#) in order to find the station closest to them before they go to schedule their enrollment appointment.

#### **For Payroll Personnel Records:**

Please be sure to select the mobile enrollment card shipping code in USAccess when completing Sponsorship of the record if the Applicant's work location is serviced by a mobile station. For records that have already been completed, you can change the card shipping code to the new mobile enrollment location if the Applicant has not enrolled yet. Please reference the Applicant Status Report in the [USAccess reports portal](#) to check the enrollment status of individual Applicants.

To select the mobile code, first choose "Colorado" in the state drop-down list. In the resulting Site drop-down, select "USDA – Mobile – Centre Avenue". *Please be aware there are two "Centre Avenue" selections, and that you must pick the one with "Mobile" in the name in order to select the mobile shipping code.*

#### **For EmpowHR Records:**

Please select the mobile enrollment card shipping code in EmpowHR when preparing records for Applicants with work locations serviced by a mobile station.

If a record has already been validated, but not sent to USAccess yet: If the work location is serviced by a mobile station, the throttle mechanism will send the record to GSA, and the mobile shipping code will be assigned to the record without intervention by the Sponsor.

If the record has already been validated and sent to GSA: If you want to change the card shipping code to a mobile station, please select the mobile station code before the Applicant enrolls. Please reference the Applicant Status Report in the [USAccess reports portal](#) to check the enrollment status of individual Applicants.

To select the mobile code, please select the 40003 "USDA – Mobile Circuits" ship code on the Card Shipping screen. It is near the end of the list.

**\*\*NOTE** For both Payroll Personnel and EmpowHR: If you change the shipping address from a non-mobile to the mobile station and the Applicant has already received their enrollment email, you will need to send them a copy of the Mobile Enrollment Email. The template is provided with this message.

### GSA Scheduling Tool

Please note that only the first five mobile enrollment stations have been added to the GSA Scheduling Tool at this time. Sites will be continuously added, but currently Applicants can only schedule at the following locations:

- Carthage, IL
- Salem, OR
- Cambridge, IL
- Libby, MT
- Iola, KS

### QUESTIONS ABOUT THIS NEWSFLASH OR HSPD-12?

Contact the USDA HSPD-12 Help Desk:

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